



City of Morgantown, West Virginia

APPLICATION FOR
SIGN PERMIT

OFFICE USE

CASE NO. _____

RECEIVED: _____

COMPLETE: _____

A separate application must be completed for each proposed sign.

Sign Application Fee – \$17

(PLEASE TYPE OR PRINT IN BLACK INK)

I. APPLICANT					
Name:		Phone:			
Mailing Address:		Mobile:			
	Street		Email:		
	City	State	Zip		
II. PROPERTY					
Owner:		Phone:			
Mailing Address:		Mobile:			
	Street		Email:		
	City	State	Zip		
Street Address (if assigned):			Tax Map #(s):		
Zoning:		Parcel #(s):			
III. SIGN					
Sign to Advertise: _____					
Type of Sign:	Mark all that apply to this particular sign.				
	<input type="checkbox"/> Awning	<input type="checkbox"/> Marquee	<input type="checkbox"/> Projecting	<input type="checkbox"/> Suspended	
	<input type="checkbox"/> Changeable Copy	<input type="checkbox"/> Menu Board	<input type="checkbox"/> Pylon/Pole	<input type="checkbox"/> Wall	
	<input type="checkbox"/> Construction	<input type="checkbox"/> Monument	<input type="checkbox"/> Roof	<input type="checkbox"/> Window	
	<input type="checkbox"/> Directional	<input type="checkbox"/> Portable	<input type="checkbox"/> Sandwich Board	<input type="checkbox"/> OTHER	
	<input type="checkbox"/> Directory	<input type="checkbox"/> Post & Panel	<input type="checkbox"/> Scrolling Message		
Sign Dimensions	Height:	ft.	Width:	ft.	Area: sq. ft.
Structure Dimensions	Height:	ft.	Width:	ft.	
Distance from building (if applicable):		ft.	Height above sidewalk (if applicable):		ft.
Description of construction materials (i.e. wood, plastic, metal, glass, etc.):					



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III. SIGN (cont.)

Illumination: ☐ Internally ☐ Externally ☐ None *please describe below:*

Estimated Cost: \$

Firm Erecting Sign:

Phone:

Address:

IV. SUPPLEMENTAL INFORMATION

The following information must be submitted with this application:

- Photographic illustration of existing conditions
- Rendering of the sign showing the dimensions
- Photographic illustration of proposed conditions
- Site Plan drawn to scale, if sign is not affixed to existing building.
- A copy of the applicant's liability insurance naming the City as coinsured.

V. ATTEST

I hereby certify that I have read and examined this document and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. Granting of a permit does not presume to give authority to violate or cancel the provisions of any other federal, state, or local law regulating construction or the performance of construction.

Type/Print Name of Applicant

Signature of Applicant

Date

In consideration of the premises and the advantages that will accrue to the undersigned owner of said property, on behalf of myself, my vendees, heirs, and assigns, I do hereby agree to save the City of Morgantown harmless from any and all damages which may arise from or grow out of the erection and maintenance of said sign or structure.

Type/Print Name of Property Owner

Signature of Property Owner

Date

☐ Approved ☐ Denied

Requires: ☐ Variance

☐ Conditional Use

Planning Department Official

Date